

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Economic & Community Development

Community Development Administration
General Administration

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>CDA PROGRAMS</u> File contains general information on the Community Development Administration's existing and potential programs, the operational plans, regulations, past staff assignments and projects.	Retain permanently for eventual transfer to the Hall of Records.
2.	<u>COMMITTEES</u> Included in the file are all committee reports dealing with the Community Development Administration along with information concerning the purpose of the committees, meeting notes and proposals.	Retain for three (3) years, then destroy.
3.	<u>CDA FINANCE</u> All reports, accounts and activity dealing with CDA Finance Section including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.	Retain for five (5) years, then destroy.
4.	<u>SINGLE FAMILY PROGRAMS</u> File contains single-family program descriptions, income limits, proposed single-family programs and potential insurance programs.	Retain for five (5) years, then destroy.
5.	<u>BOND ISSUES</u> Contains copies of each official statement and related documents for each bond or note issue sold by the Community Development Administration.	Retain for forty (40) years from date of issue, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

9/1/82

Date

Signature

Deputy
Director
Title

Date

State Archivist

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6.	<p><u>CONSULTANT REPORTS</u></p> <p>Studies conducted for the Community Development Administration. Copies of reports submitted in response to contracts awarded by the Community Development Administration as required by the Governor, legislature or the Board of Public Works.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
7.	<p><u>LEGISLATION</u></p> <p>All legislation affecting the Community Development Administration. Copies of legislation enacted creating the CDA and federal legislation which affects CDA's operation.</p>	<p>Retain until superseded or no longer needed for reference purposes, then destroy.</p>
8.	<p><u>GENERAL HOUSING PROGRAM INFORMATION</u></p> <p>Program and regulatory information and correspondence from HUD, Baltimore City and Maryland counties concerning programs which affect the Community Development Administration.</p>	<p>Retain for three (3) years, then destroy.</p>
9.	<p><u>AUDIT REPORTS</u></p> <p>File contains all of the Community Development Administration's quarterly and annual audits of all financial matters concerning the sale of revenue bonds.</p>	<p>Retain for thirty (30) years, then destroy.</p>
10.	<p><u>QUARTERLY REPORTS</u></p> <p>Copies of quarterly activity reports required by the Secretary of the Department of Economic and Community Development.</p>	<p>Retain for three (3) years, then destroy.</p>
11.	<p><u>MONTHLY REPORTS</u></p> <p>The Department of Economic and Community Development requires each Division to submit a monthly report of the activities to the Secretary.</p>	<p>Retain for three (3) years, then destroy.</p>

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12.	<p><u>ANNUAL REPORT</u></p> <p>The Community Development Administration is required to submit an annual report to its investors and the legislature. The files contain the backup information necessary to prepare the report.</p>	<p>Retain for three (3) years, then destroy.</p>
13.	<p><u>MULTI-FAMILY PROGRAM</u></p> <p>Files are maintained on each program and service provided by the Multi-Family Program section of the CDA. Includes monthly reports of activity on projects financed by CDA.</p>	<p>Retain for five (5) years, then destroy.</p>
14.	<p><u>REHABILITATION PROGRAMS</u></p> <p>Files include activities on the Maryland Housing Rehabilitation Program, Section 8 Existing Program and information on potential revenue financing for the rehabilitation programs.</p>	<p>Retain for five (5) years, then destroy.</p>
15.	<p><u>CONTRACTS</u></p> <p>File may contain such items as consultant contracts, Request for Proposals, Invitation for Bids, and service contracts.</p>	<p>Retain until expiration of contract and for one (1) year thereafter, then destroy.</p>
16.	<p><u>INVOICES</u></p> <p>Alphabetical arrangement by vendor of subscription and purchase invoices. Official copies are maintained in DECD Finance Office.</p>	<p>Retain for one (1) year, then destroy.</p>
17.	<p><u>EXPENSE ACCOUNTS</u></p> <p>Copies of expense accounts such as travel, mileage, meals, lodging, etc., for employees of the Community Development Administration.</p>	<p>Retain for three (3) years or audit, then destroy.</p>

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Item No.	Description	Retention
18.	<p><u>PERSONNEL FILES</u></p> <p>Individual personnel file on each CDA employee which may include application, annual efficiency rating, miscellaneous personnel transactions and correspondence regarding the individual.</p>	<p>Retain until termination of employment. Then remove to Personnel Files on Previous Employees for an additional three (3) years and destroy.</p>
19.	<p><u>PERSONNEL INFORMATION</u></p> <p>Contains various documents pertaining to the policy and administration of the personnel office such as leave policies, fringe benefits, overtime, annual salary revenue and salary surveys.</p>	<p>Retain until superseded and no longer needed for reference purposes, then destroy.</p>
20.	<p><u>PERSONNEL FILES ON PREVIOUS EMPLOYEES</u></p> <p>Individual personnel files on CDA employees who have terminated employment.</p>	<p>Retain for three (3) years, then destroy.</p>
21.	<p><u>RECRUITING FILE</u></p> <p>Individual folder for each position recruited for and containing resumes, tests, interview questions, interviewer's rating sheets and correspondence. The file provides the background for how a person is selected for a job.</p>	<p>Retain for five (5) years, then destroy.</p>
22.	<p><u>BUDGET MATERIAL</u></p> <p>File contains information such as budget amendment requests, requests for object transfer, special and federal fund allocations, monthly budget projections and working papers on each fiscal year's operating budget.</p>	<p>Retain for five (5) years, then destroy.</p>
23.	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILES</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the Community Development Administration.</p>	<p>Screen annually, destroying that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records.</p>